



**NEW JERSEY DEPARTMENT OF TRANSPORTATION
Statewide Job Vacancy**

POSTING #: 21-00264

TITLE: Secretarial Assistant 2 Non-Stenographic

ISSUE DATE: 10/29/2021

TITLE CODE: 24532C

CLOSING DATE: 11/19/2021

DIVISION: Capital Program Management

LOCATION: Ewing

UNIT SCOPE: T505

UNIT: Construction & Materials - Region Central

RANGE: A17

SALARY: \$46,646.55-\$65,731.50

POSITION: 1 (One)

WORK WEEK: 35 Hours

Definition

Under supervision, provides secretarial, administrative and clerical support to an assigned deputy division director, assistant director, bureau chief, or organizational equivalent who is responsible for the administration of major programs, including administration of a large sub - divisional unit and management of large regional, field, or satellite installations (four or more regional entities), or dean of a State college; types correspondence and reports, prepares letters on more complex matters, provides requested information to internal and external customers, maintains the schedule of appointments and the daily engagement calendar of the executive official; utilizes various information systems for daily work assignments used by the agency, office, or related units; does other related duties as required.

NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

Experience

Four (4) years of experience in secretarial and administrative clerical work.

NOTE: Successful completion of a clerical training program with a minimum of 700 classroom training hours or thirty (30) semester hour credits in secretarial science from an accredited college or university may be substituted for one (1) year of the experience indicated above. Course work must include typing skills, methods, and procedures; other courses may include, but not be limited to, office procedures, word processing, and business English.

Open To The Following

Employees must be serving in a permanent capacity for an aggregate of at least one (1) year in any competitive title immediately preceding the posting date and meet the requirements stated above to be eligible for appointment.

For voluntary reassignment eligibility, employees must be serving permanently in the title of Secretarial Assistant 2 Non - Stenographic preceding the posting date.

Any appointments made from postings which involve movement between divisions, may result in a forfeiture of rights to any promotional list in the former unit.

Residency: All persons newly hired on or after September 1, 2011 have one year from the date of employment to establish, and then maintain principle residence in the State of New Jersey subject to the provisions of N.J.S.A. (L.2011, Chapter 70), also known as the "New Jersey First Act."

INTERVIEWS WILL BE GRANTED ON THE BASIS OF THE RESUME.

Please Submit the following documents (indicating the Posting number):

Resume, Letter of Interest

Forward Responses To:
CPM, Personnel Coordinator
Department of Transportation
1035 Parkway Ave., E&O Bldg 2nd Floor
Trenton, NJ 08625
DOT-CPM.Personnel@dot.nj.gov

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IS AN EQUAL OPPORTUNITY EMPLOYER**